

HOW TO PROPERLY ADDRESS ENVELOPES IN ACCORDANCE WITH THE UNITED STATES POSTAL SERVICE

159CF/SCBI
POSTAGE

ATTN: (Optional)
400 RUSSELL AVE BOX 27
NEW ORLEANS LA 70143-0027

OFFICIAL BUSINESS

***(This notation is a “must”)**

Symbol

THE LAST TWO LINES
address)

HAVE NO PUNCTUATION!

ALL SPELLING MUST BE IN CAPITAL LETTERS!

KTC/FMFPP (Organization & Functional Address

ATTN: MS LOTT (Optional)

KEESLER AFB (Military Installation - Optional)

500 FISHER ST STE 106 (Delivery mailing

BILOXI MS 39534-5260 (City, State & Zip + 4)

Prescribed by AFMAN 37-126
159FWVA 37-3

Supersedes 159FGVA 37-3, 9 Aug 96
9 August 1999

OPR: 159CF/SCBI

BAR CODE AREA